

## GOVERNMENT PERSONAL PROPERTY ACKNOWLEDGEMENT FORM

Laboratory Policy P 821 states; All government personal property, that is owned by or leased to the federal government or acquired by the government under the terms of the Prime Contract. This includes both government-furnished government personal property and contractor-acquired government personal property, such as telephones, pagers, computers, fax machines, electronic devices, special equipment, government vehicles, tools, materials, or supplies.

### Per P 821, Section 4.10, Laboratory workers are responsible to:

- Safely and appropriately use government personal property.
- Acquire only nationally recognized testing laboratory (NRTL) electrical equipment or obtain electrical safety officer (ESO) guidance and approval for exceptions.
- Submit an [Interior Planning Service Request \(IPSR\)](#) to initiate the furniture procurement process. Submit the IPSR and/or general questions to [ipshr@lanl.gov](mailto:ipshr@lanl.gov).
- Sign Property Accountability Statements for assigned barcoded government personal property, including when new government personal property is assigned to him/her. Access the statement via the LANL Property homepage.
- Know the location and condition of assigned barcoded government personal property and make it available for inventory and inspection.
- Report in advance any change in barcoded government personal property assignment or location to his/her property specialist.
- Acquire proper documentation before transporting or shipping government personal property from its assigned location.
- Report any unneeded government personal property to the property specialist.
- Report if the government personal property is not safe for public release to the organization's waste management coordinator.
- Report to the information system security officer (ISSO) or organizational computer security representative (OCSR) for classified information technology equipment.
- Ensure assigned government personal property is safeguarded and contact his/her manager immediately upon discovering problems in a storage area.
- Notify his/her manager and property specialist before dismantling or cannibalizing any government personal property.
- Protect all government personal property, assigned or otherwise, from loss, damage, destruction, or theft, and report immediately if any of these instances do occur via [loststolen@lanl.gov](mailto:loststolen@lanl.gov).
- Properly and timely report government personal property that is recovered or relocated via [loststolen@lanl.gov](mailto:loststolen@lanl.gov).

Failure to adhere to Laboratory requirements and procedures for managing government personal property may result in disciplinary action up to, and including, termination.

## INSPECTIONS AND SEARCHES

The Laboratory reserves the right to inspect and search vehicles, persons, and personal items entering and leaving any Laboratory area, including leased facilities.

### I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES WITH REGARDS TO GOVERNMENT PERSONAL PROPERTY.

Employee's Name	Z Number
Employee's Signature	Date